



08/04/2020

Job Title: **Commerce Commission Police Sergeant**
Agency: Illinois Commerce Commission
Closing Date/Time: Mon. 08/17/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **31-082002**

Requires a bachelor's degree with coursework in law enforcement, criminal justice, social sciences and related areas or requires four years training and experience as a law enforcement officer, motor carrier enforcement officer or commercial transportation investigation, or a combination of years of college and above types of experience. Requires successful completion of the Illinois police academy training program. Requires an additional three years of experience as an ICC Police Officer or the above related experience or requires two years of management and supervisory experience in the law enforcement and commercial transportation investigative fields. Requires possession and maintenance of a valid driver's license. Requires working knowledge of supervisory and managerial techniques and practices. Requires ability to represent the ICC at meetings and public speaking engagements. Requires extensive knowledge of applicable state and federal laws and administrative rules.

8:30 AM - 5:00 PM
Monday - Friday

9511 West Harrison Street
Des Plaines, Illinois 60016

Colette Smith
217-557-4206
colette.smith

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Senior Grantee Auditor - Non-code**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 08/17/20 5:00 PM Central Time
Salary: \$75,000.00 - \$85,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA Non-Code 50680-15-2020**

Requires Bachelor's degree in accounting or other relevant discipline. Prefer CPA. Requires five years of financial audit experience, preferably with government grants or four years of public accounting experience. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures. Requires extensive knowledge of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires ability to prepare comprehensive accounting reports utilizing Microsoft Office including Excel, Word and Power Point. Requires ability to determine violations and noncompliance with the law and to detect and explain significant irregularities. Requires ability to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems.

Please apply by emailing a completed copy of the CMS100 application, a cover letter and resume to: cja.hrdepartment@illinois.gov. You can find the CMS100 on work.illinois.gov under the "forms" tab

Please type the title of the position in the e-mail subject line and your first and last name.

For example: Senior Grantee Auditor - Non-Code/John Doe

If you have questions regarding the position, please contact our office at (312) 793-8550 or e-mail your questions to cja.hrdepartment@illinois.gov.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications from all qualified individuals.

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08/04/2020

Job Title: **Investigator**
Agency: Executive Inspector General *
Closing Date/Time: Mon. 08/17/20 3:00 PM Central Time
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- ability to travel, including overnight;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street

Chicago, IL 60602

Contact:

Human Resources

312-814-1789

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08/04/2020

Job Title: **HORSE IDENTIFIER**
Agency: Illinois Racing Board
Closing Date/Time: Fri. 08/14/20 11:59 PM Central Time
Salary:
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IRB 25144**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires strong writing and speaking skills. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned; requires familiarity with the administrative rules and statute; requires the ability to be comfortable and confident around horses; requires familiarity and ability to work well with horses. Requires proficiency in Microsoft Office Software and related internet programs. Requires the ability to stand and walk for long periods of time; the ability to bend, reach above shoulder level, lift and carry up to 25 pounds.

Work Location:

Primary Work Location and race tracks are under the Racing Board jurisdiction.

Illinois Racing Board

Arlington International Racecourse 2200 W. Euclid Ave. Arlington Height, IL. 60006 & Hawthorne Racecourse 3501 S. Laramie Ave. Cicero, IL. 60804

Agency Contact:

Illinois Racing Board

Jackie Clisham

Jackie.Clisham@Illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Public Service Administrator - Opt 8L**
Agency: Department of Public Health
Closing Date/Time: Fri. 08/14/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **IDPH 07-20-0282**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires three years of progressively responsible administrative experience in the practice of law. Requires a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures/proceedings, rules of evidence, common law provisions of State and Federal laws related to administrative and regulatory functions.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Staff Development Specialist I**
Agency: Department of Human Services
Closing Date/Time: Fri. 08/14/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
\$55,044.00 - \$81,840.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-25131**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Where to Apply:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

Agency Contact:
Bureau of Employee Services
Krissie Buss
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Winter Salaried Highway Maintainer (Monthly Snowbird) - District 1**
Agency: Department of Transportation
Closing Date/Time: Fri. 08/14/20 4:00 PM Central Time
Salary: \$4,375.00 - \$4,375.00 monthly
Job Type: Temporary
Location: 2 Counties, Illinois
Number of Vacancies: **549**
Bid ID#: **IPR#44428**

Applicants must possess a valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and non-restrictive air brakes.

Applicants must be able to lift 50 pounds or more, as well as perform other arduous labor intensive duties.

Applicants must be able to report to the maintenance facility as early as practicable, but never in excess of 45 minutes of being called.

Applicants must be available to work on a daily basis from October 16th through April 15th (dates are dependent on the weather).

Applicants must be able to pass a background check, a pre-employment physical, drug/alcohol testing, and vision testing.

SUBMISSION: All applicants must submit the Application (PM2415), as well as the additional required documents listed above, to IDOT District 1 via:

- (1) MAIL to: Attn: Personnel, 201 West Center Ct, Schaumburg, IL 60196,
- (2) FAX to: Attn: Personnel at fax number (847) 705-4489
- (3) EMAIL to: DOT.D1WinterApplications@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Public Service Administrator - Opt 6**
Agency: Department of Children & Family Services
Closing Date/Time: Thu. 08/13/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **2008012-089260**

Under administrative direction, serves as Cook County Quality Assurance Specialist for child welfare services, including foster care, foster home licensing, and other services for the region; provides consultation, support, and direction relative to accreditation activities; provides staff support to the Regional Administrator and other regional staff representing child welfare services to prepare and present reports on quality assurance activities, quality improvement activities, and other issues to the Regional Quality Committee and/or Site Quality Committee; provides input into the implementation of a Peer Review process according to COA standards.

Contact:

Jill Mazrim
406 E. Monroe, Station 373
Springfield, IL 62701
Phone: 217-558-0502
Fax: 217-524-3970
Email: jill.a.mazrim@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Wed. 08/12/20 5:00 PM Central Time
Salary: \$3,981.00 - \$5,804.00 monthly
\$47,772.00 - \$69,648.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **10-72-25095**

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires working knowledge of the attitudes, problems and behaviors of individuals and groups. Requires ability to utilize the principles and practices of recreational therapy, music therapy, art therapy, dance therapy and drama therapy. Requires ability to teach therapeutic activities with approval from superiors. Requires ability to lead and direct other workers in carrying out specific projects. Requires ability to verbally communicate. Requires a valid Illinois driver's license. Must be able to escort individuals to and from activities.

****PLEASE SEE NEW CMS GRADING PROCESS BELOW****

Bids/applications must be received at the DHS.DDHiringUnit@illinois.gov by the closing date of the posting, late applications will be considered ineligible.

CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION – BIDDING PROCEDURES:

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade, in addition to following the steps below. For more information on which titles require a test, please [click here](#).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: Office Coordinator - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 08/12/20 5:00 PM Central Time
Salary: \$3,188.00 - \$4,376.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 2059023-591655

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm.

Work Hours: Monday-Friday 8:30 AM - 5:00 PM

Work Location: 1911 S. Indiana, Chicago, IL 60616

Supervisor: Vacant

Anticipated Starting Salary: \$3,188/mo

Agency Contact: Charmin Jones

Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608

E-mail: Charmin.Jones2@illinois.gov (preferred)

Phone: (312) 814-1222

Fax: (312) 814-1224

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Human Services Caseworker - Opt SS**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$4,054.00 - \$6,002.00 monthly
\$48,648.00 - \$72,024.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Continuous - Informational**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to s
Current employees - do not apply to continuous posting, only apply for postings with an office location listed for vacancy.

Non-State candidates - need to test at CMS for the Social Services Career Trainee the targeted title is Human Services Caseworker.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

For agency assistance contact: dhs.recruitment@illinois.govpeak, write and read Spanish

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08/04/2020

Job Title: **Juvenile Justice Specialist - Continuous**
Agency: Department of Juvenile Justice
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-19 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Department of Human Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **9**
Plan/BU: **RC023**
Bid ID#: **10/79-38131**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires license as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program, credential title. Requires working knowledge of set up, application, use and care of specialized medical equipment. Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to acquire maintain Cardiopulmonary Resuscitation (CPR) certificate. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient. Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observations. Requires ability to apply emergency medical techniques such as CPR, control of bleeding, airway maintenance. Requires ability to instruct non-nursing professional in the proper practices and procedures of patient care. Requires ability to maintain security of the work area and comply with facility rules, regulations, policies and directives.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-77-300-93771-4279**

Requires an Illinois license to practice medicine and American Board Certification in psychiatry; requires 2 years of substantive medical administrative experience in clinical psychiatric program direction, planning and evaluation; requires extensive knowledge of the principles of clinical administration, and various professional and non-professional health service disciplines. Requires ability to effectively communicate with a wide variety of people both verbally and in writing. Requires ability to train staff to develop techniques that evoke positive patient responses. Requires ability to identify most appropriate ability to pass CPR training; requires ability to physically restrain patients to prevent them from hurting themselves or others; requires ability to respond to facility-wide emergencies; requires ability to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation.

Monday - Friday, 8:00AM to 4:30PM

Alton Mental Health Center
4500 College Ave.
Alton, IL 62002

Elton Arrindell
FAX: 618-474-5538

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **9**
Plan/BU: **RC023**
Bid ID#: **10-77-38131**

Requires licensure as a Registered Nurse in Illinois. Requires graduation from an approved nursing education program resulting in an Associate or Diploma degree in Nursing or a Bachelor's degree in Nursing. Requires ability to provide direct nursing care to patients in an acute hospital setting. Requires moderate to heavy physical effort in lifting residents and the ability to interact with severely mentally handicapped individuals. Requires working knowledge of diversified professional nursing principles, concepts and practices. This class is included as an Upward Mobility Program credential title.

Employment Contact:

Alton Mental Health Center
Office of Human Resources & Labor Relations
Cedar Building
4500 College Ave
Alton, IL 62002
Phone: 618-474-3253 or 52
elton.arrindell@illinois.gov
Fax: 618-474-5538

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Registered Nurse II**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **9**
Plan/BU: **RC023**
Bid ID#: **10-77-38132**

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience or (b) a bachelor's degree in nursing and one year of professional nursing experience or (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory. Requires extensive knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to respond to and apply emergency medical techniques such as mouth to mask CPR, manual resuscitation, control of bleeding and airway maintenance. Requires ability to pass Crisis Prevention Intervention (CPI). Requires ability to develop and maintain harmonious working relationships with patient care staff. Requires ability to guide, motivate, orient and educate assigned patient care staff. Requires ability to present educational materials in a clear and concise manner. Requires ability to physically restrain patients to prevent them from hurting themselves or others and redirect their behavior. Requires ability to write clear and cohesive statements in clinical records. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Employment Contact:

Alton Mental Health Center
Office of Human Resources & Labor Relations
Cedar Building
4500 College Ave
Alton, IL 62002
Phone: 618-474-3253 or 52
elton.arrindell@illinois.gov
Fax: 618-474-5538

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08/04/2020

Job Title: **Corrections Treatment Officer**
Agency: Department of Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

WORK HOURS: To be determined

LOCATION/AGENCY:

Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
OR
Elgin Treatment Center
780 S. State St.
Elgin, IL 60123

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Child Protection Specialist**
Agency: Department of Children & Family Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **Continuous**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty.

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

This posting is for recruitment purposes and is intended for those currently not employed with DCFS

Interested applicants should submit a [CMS 100 Employment Application](#) (version dated 07/2019), and preferably a legible copy of your Official college transcripts to DCFS.Work4DCFS@illinois.gov

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

Additional Documentation for Child Protection Specialist:

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Underage Compliance Assistant**
Agency: Illinois Liquor Control Commission
Salary: \$15.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **100**
Bid ID#: **ILCC CP1001**

Work Hours: Various Shifts, Including Nights and Weekends; Details Average 4-5 Hours; Potentially 10-20 Hours per Month

Work Location:

Candidates will be chosen to service one or more of the following counties: Cook, McHenry, Whiteside, Lake, Madison, St. Claire, Jo Davies, Carroll, Kankakee, Woodford, Jefferson, Saline, Johnson, Union, Adams, Pike, Brown, Hancock, Ogle, Bureau, LaSalle, Rock Island, Knox, McLean, Champaign, Douglas, Macoupin, Tazewell, Fayette, Jasper, DeKalb, Kane, Will, Sangamon, Randolph, White, Iroquois, Henry, Winnebago, Peoria, Shelby, Macon, Clark, Marion, Washington, Greene, Christian, Mason, McDonough.

Agency Contact:

Illinois Liquor Control Commission– Human Resources
300 West Jefferson St., Suite 300
Springfield, IL 62702
LCCHumanResources@illinois.gov

All Interested Applicants: Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

Sign the application (bottom of first page)

Mail to: Illinois Liquor Control Commission– Human Resources
300 West Jefferson St., Suite 300
Springfield, IL 62702
or EMAIL to: LCCHumanResources@illinois.gov

You will be contacted if chosen for an interview.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Job Title: **Building/Grounds Laborer**
Agency: Department of Military Affairs
Closing Date/Time: Thu. 08/06/20 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **21-007**

REQUIREMENTS: Requires knowledge, skills and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, and broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Requires the ability to effectively communicate with co-workers and supervisors. Requires the ability to follow instructions to successfully accomplish position responsibilities. Requires possession of an appropriate valid driver's license. Requires the ability to lift and carry 80 pounds, i.e. heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors; ability to withstand extreme temperature changes to shovel snow and mow lawns; requires exposure to a variety of chemical cleaning agents. Must acquire and maintain a Common Access Card issued by Department of Defense for computer access.

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/04/2020

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).